



NORTHERN ILLINOIS UNIVERSITY

## Academic Diversity, Equity and Inclusion

Nondiscrimination, Harassment and Sexual Misconduct  
Education, Awareness and Prevention Training for  
Employees

Presented by Affirmative Action, Equal Opportunity and Education

Welcome to the annual nondiscrimination, harassment and sexual misconduct education, awareness and prevention training for employees. This training was developed by the NIU Affirmative Action, Equal Opportunity and Education office within Academic Diversity, Equity and Inclusion along with campus and community partners.

The state of Illinois requires all employees receive annual training. Even if you took this training a year ago, you must take it again.

Let's get started.

# Agenda



- Discrimination
- Harassment
- Active Bystander
- Sexual Misconduct/Title IX
- Reporting

## TRIGGER REACTION WARNING

- Please be advised that the topics discussed in this training are of a sensitive nature.
- Trigger reaction is a negative or adverse reaction due to a past experience.
- Do not underestimate your reaction to these topics. If you feel you may have an adverse reaction STOP now and contact [ADEI-Training@niu.edu](mailto:ADEI-Training@niu.edu) for next steps.

These are the topics we will focus on today: Discrimination, Harassment, Sexual Misconduct/Title IX, Reporting and becoming an Active Bystander.

These are sensitive topics and subject matter that sometimes can cause a trigger reaction. A trigger reaction is a negative reaction to topics due to a negative experience either for you, your family or someone you know. If you feel you are going to have a negative reaction, stop the training immediately and contact ADEI-Training@niu.edu for next steps.

As a part of this training you must review the Legal Definitions and Processes Handout provided in the left toolbar. At the end of the training, you must certify that you reviewed this handout.

Do not underestimate your reaction to these topics. Even if you are able to view part of this module, do not view any area that may trigger a negative reaction. Contact ADEI-Training@niu.edu for next steps.

Let's get started. You will notice throughout this training there are short quizzes, you may want to have a writing utensil to jot down your answers.

# QUIZ



1. At least one characteristic I have puts me into a protected category.
2. Being stalked can be very scary but, it is not a form of sexual misconduct.
3. As an employee, if a student reports they have been a victim of sexual misconduct, I must make a report.
4. The state of Illinois and NIU policy prohibit discrimination.
5. Sexual harassment doesn't happen through technology.

We are going to start out with a short true or false quiz to see what you know. Please respond to these five statements with either true or false. These are questions we will answer through out the training.

Number 1: At least one characteristic I have puts me into a protected category.

Number 2: Being stalked can be very scary but, it is not a form of sexual misconduct.

Number 3: As an employee, if a student reports they have been a victim of sexual misconduct I have to make a report.

Number 4: The state of Illinois and NIU policy prohibit discrimination.

Number 5: Sexual harassment doesn't happen through technology.

Remember, you will learn more about all these topics in this training.

Now let's see how you did.

# QUIZ



1. At least one characteristic I have puts me into a protected category. **TRUE**
2. Being stalked can be very scary but, it is not a form of sexual misconduct. **FALSE**
3. As an employee, if a student tells me they have been a victim of sexual misconduct, I must make a report. **TRUE**
4. The state of Illinois and NIU policy prohibit discrimination. **TRUE**
5. Sexual harassment doesn't happen through technology. **FALSE**

Let's review:

Number 1: At least one characteristic I have puts me into a protected category. The correct answer is TRUE.

Number 2: Being stalked can be very scary but, it is not a form of sexual misconduct. The correct answer is FALSE.

Number 3: As an employee, if a student tells me they have been a victim of sexual misconduct I have to make a report. The correct answer is TRUE.

Number 4: The state of Illinois and NIU policy prohibit discrimination. The correct answer is TRUE.

Number 5: Sexual harassment doesn't happen through technology. The correct answer is FALSE.

Don't worry if you didn't get them all correct, we will discuss these questions and more in the training. Now let's move on to policies.

## Policies



### Discrimination, Harassment and Retaliation Policy and Procedures for Students, Faculty and Staff

### Title IX/Sexual Misconduct Policy and Complaint Resolution Procedures for Students, Faculty and Staff

- Equal employment opportunity – protected categories.
- Covers academic decisions or conduct by any university employee as well as volunteers and vendors.
- Any employee or student experiencing discrimination, harassment or retaliation has a right to report.
- If there is a violation, suitable corrective action will take place.

NIU, amongst other employers, have policies for employees to follow when it comes to discrimination, harassment, retaliation, and sexual misconduct. These two policies are listed on the slide and can be found in the Policy Library. They can also be found easily by typing nondiscrimination policy or sexual misconduct policy into the NIU website search bar.

There are many items the policy covers including equal employment opportunity which means NIU does not unlawfully discriminate on the basis of any protected category when it comes to making employment and hiring decisions. It also covers academic decisions such as admission into the university or participation in educational programs or activities.

We encourage anyone who has experienced unlawful discrimination to report it to the Ethics and Compliance Office. They have trained investigators who will respond to the allegations.

As always, when there is a violation of policy, corrective action will take place. The action depends on the circumstances and the situation. Every situation will be different even though they may seem the same.

This training will explain these policies, what is considered a violation of these policies and resources available for reporting and responding.

Let's talk about unlawful discrimination.

# Harassment



## Three Factors:

1. Unwanted or unwelcomed conduct;
2. Based on the employee's or student's protected category; and
3. Severe or pervasive enough to interfere with the employee's work or student's academic performance, or creates a hostile, intimidating or offensive workplace or educational environment.

### Example:

Employee A calls Employee B derogatory names because of their gender-related appearance. Employee B rarely misses work but, lately has starting missing days, they try to avoid Employee A and they have begun having panic attacks due to Employee A's treatment.

### More examples:

- Offensive jokes
- Slurs
- Intimidation, ridicule or mockery
- Insults or putdowns

Harassment is unwelcome conduct based on an actual or perceived protected category. **Please review the Human Rights Act definition of harassment by referring to the Legal Definitions and Processes Handout provided to you at the start of the training.** The behavior typically has to be severe and pervasive, depending upon the established standards for each protected class. For example, harassment may be repeated actions or comments that substantially interfere with an individual's work. These acts can be physical or verbal.

These repeated or severe actions create an intimidating, hostile, or offensive workplace or educational environment.

Let's look at this example. Employee A calls Employee B derogatory names because of their gender-related appearance. Employee B rarely misses work but, lately has starting missing days, they try to avoid Employee A and they have begun having panic attacks due to Employee A's treatment.

Other examples can include but, are not limited to racial, ethnic or gender slurs,

offensive jokes, insults or putdowns. These actions can make it difficult for a reasonable person to complete their work or focus on their education.

We will discuss details for reporting these actions later in the training.



# Unlawful Discrimination



Discrimination against a person because of their actual or perceived protected category.

## Two Factors:

1. Being treated unfavorably or being subjected to adverse treatment, and
2. The treatment is based on the protected category of the employee or student.



## Examples:

- Employee A was denied a position because she is a female.
- A professor will not call on a student because they have a disability.

Unlawful discrimination happens when someone is being treated unfavorably or being subjected to adverse treatment and that treatment is based on their protected category. This can happen to employees, students and even visitors who come to our campus. **Please review the Human Rights Act definition of Unlawful Discrimination by referring to the Legal Definitions and Processes Handout in the left toolbar as well as the link provided in the training announcement.**

When unlawful discrimination is reported, there are two factors the university takes into consideration:

One, the person has had to have been treated unfavorably or subjected to adverse treatment. Adverse treatment can be something clear, such as being terminated or denied promotion. Adverse treatment also includes being ridiculed, threatened or subjected to verbal or physical behavior.

Two, the treatment has to be based on the protected category of the recipient of the treatment, whether that is the employee, student or visitor. These protected categories are established by university policy, which includes all of the protected categories that are recognized by the state and federal law.

What are these protected categories and what do they have to do with us?

# Protected Categories



According to the Equal Employment Opportunity Commission (EEOC), a protected category is defined as characteristic(s) of a person which cannot be targeted for discrimination.

## Protected Federally

- Race
- Color
- National Origin
- Religion
- Sex
- Age
- Genetic Information
- Veteran Status
- Pregnancy
- Disability

## Additionally Protected in Illinois:

- Marital Status
- Order of Protection Status
- Unfavorable Military Discharge
- Sexual Orientation
- Ancestry
- Citizenship Status

## Additionally Protected NIU Policy

- Political Affiliation
- Gender Expression
- Gender Identity
- Victim of domestic or sexual violence status
- Lack of Permanent Mailing Address or Using Mailing Address of a Shelter or Social Service Provider
- Arrest Record

The lists on the slide show state and federal protected categories, as well as, some additionally protected categories referenced within the NIU Nondiscrimination, Harassment and Retaliation Policy. Everyone will find themselves somewhere in this list, usually multiple times. Some of the categories might be very interesting to you, such as order of protection status or arrest record.

Because we all find ourselves in these categories it lets us know, that protected categories are not just for one group or set of people. We are all afforded some protection under the law as well as NIU policy. That's important to know because one: so we don't violate the policies, two: so we know we are protected and have options if we are violated in some way and three: so we know what to report when we see others who have either violated the policy or are being violated.

An individual cannot be discriminated against or harassed because of a characteristic (s) that is protected by the university's non discrimination,

harassment and retaliation policy. Please review the definitions for each protected category based on Illinois law. They can be found on the Legal Definitions and Processes Handout that is provided in the left toolbar in this training. On this same handout you will also find definitions associated with violations of an individual's civil rights under the Illinois Human Rights Act. For example, a person cannot be prohibited from speaking their native language at work in conversations unrelated to their work duties.

Let's take time to consider this slide. What protected categories do you find yourself in?

## Sexual Misconduct is prohibited...



- Title IX law states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."
- The State Officials and Employees Ethics Act prohibits sexual harassment from occurring in the workplace

Sexual misconduct includes...

**Sexual  
Harassment**

**Sexual Assault**

**Sexual  
Exploitation**

**Intimate Partner Violence**

**Including:  
Dating Violence  
Domestic Violence**

**Gender/Sex  
Discrimination**

**Sexual Abuse**

**Stalking**

[go.niu.edu/TitleIXPolicy](http://go.niu.edu/TitleIXPolicy)

Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." The State Officials and Employees Ethics Act also prohibits sexual harassment from occurring in the workplace.

Title IX is most often associated with sports equality for women. However, sex discrimination also includes sexual misconduct and is prohibited by NIU in accordance with Title IX.

Northern Illinois University does not tolerate sex discrimination in any form. The Title IX/Sexual Misconduct policy and Complaint Procedures for Employees and Students policy can be found at [go.niu.edu/TitleIXPolicy](http://go.niu.edu/TitleIXPolicy) and in the left toolbar on this presentation.

There are seven types of sexual misconduct including:  
Sexual harassment, gender/sex discrimination, sexual abuse, sexual assault,

intimate partner violence, sexual exploitation and stalking.

Each of these is a serious violation of NIU policy. Let's briefly discuss each so you have a better understanding.

## Sexual Harassment



“Sexual harassment” means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



The Ethics Act definition of sexual harassment, which is also consistent with NIU's policy on sexual harassment, is defined as any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

One – submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

Two – submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

Three – such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Now let's move on to types of sexual harassment.

# Types of Sexual Harassment



## Quid Pro Quo (meaning "this for that")

When a manager/supervisor communicates to their employee that in order for them to receive a promotion, raise, or other job benefit they must participate in something sexual in return.

## Hostile Work/Academic Environment

The frequency, severity and behavior of the sexual harassment interferes with a person's ability to do their job, meet academic requirements or affects their psychological well-being.

The effect of the action as **perceived by the victim**, not the intent of the alleged offender, is used to determine whether the sexual harassment has occurred.

### Examples:

- Deliberate touching or cornering
- Pressure for dates
- Sexual teasing, jokes, questions
- Neck or shoulder massages



- Visual
- Verbal
- Physical

Sexual harassment is conduct that is unwelcomed, sexual in nature **and severe or pervasive enough to interfere with the student or employee's educational or work performance or creates a hostile, intimidating or objectively offensive educational or work environment**. The effect of the action as perceived by the victim, not the intent of the alleged offender, is used to determine whether sexual harassment has occurred.

There are two types of sexual harassment:

One is Quid Pro Quo which means "this for that". For example, when a manager or supervisor communicates to their employee that in order for them to receive a promotion, raise, or other job benefit they must participate in something sexual in return.

Two is Hostile Work/Academic Environment which means the frequency, severity and behavior of the sexual harassment interferes with a person's ability to do their job, meet academic requirements or affects their psychological well-being.



Remember it is the effect of the action as perceived by the victim, not the intent of the alleged offender, that is used to determine whether the sexual harassment has occurred.

**Some examples would be:**

- Deliberate touching or cornering
- Pressure for dates
- Sexual teasing, jokes, questions
- Neck or shoulder massages

Sexual harassment could be visual, for example showing someone a sexually explicit picture from a phone or in person when they do not want to see it or have not asked to see it; verbal, such as making sexually derogatory comments; or physical in nature, for instance touching someone in a sexual manner without their consent.

Sexual harassment can also take place via technology. Let's learn more.

# Sexual Harassment Through Technology



- Sharing unwanted images of a sexual nature through electronic means can be considered sexual harassment.
- Sexual exploitation can happen in person, over social media, in photos, in text messages or other forms of electronic media.



**Warning:** Do not send or share images, videos or communication of a sexual nature through social media posts or comments, text messages, discussion board comments and emails.

**Receiving:** If you receive unwanted communications of this nature, report them to the Title IX Coordinator.

## Examples:

- Sexually graphic pictures
- Sexually offensive comments
- Cyber stalking
- Requests or demands for sex

When someone shares an unwanted image of a sexual nature through electronic means, this can be considered sexual harassment. Sexual exploitation is not limited to in-person interactions. It can occur through electronic communications as well. Consider how often technology is used to communicate with others. This includes texting, email, social media, photos and videos.

Protect your digital footprint by not sending or sharing images, videos or communication of a sexual nature through social media posts or comments, text messages, discussion board comments and emails.

Communication via technology that is unwanted and sexual in nature is still sexual harassment and prohibited by NIU policy and should be reported.

If an employee receives unwanted communications of a sexual nature, report this to the Title IX Coordinator. We will discuss more about the Title IX Coordinator later in this presentation. Let's take a moment to determine what

we have learned. Read the next slide and determine what is happening.

## What's Happening?



Employee A recently married their longtime partner. After returning from the honeymoon, two coworkers began making sexual comments on a daily basis. The comments have now become more graphic and one coworker even sent a sexually explicit picture.

Employee A has started to avoid the coworkers, but they make it a point to walk past Employee A's desk and continue to make comments.

Employee A has become so upset that they have begun calling in sick and even missed a big deadline because the comments and pictures are so upsetting.

**This is an example of hostile work environment sexual harassment due to the co-worker's unwelcome conduct of a sexual nature that is interfering with Employee A's work performance and creating a hostile or offensive workplace.**

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Employee A has started to avoid the coworkers, but they make it a point to walk past Employee A's desk and continue to make comments.

Employee A has become so upset that they have begun calling in sick and even missed a big deadline because the comments and pictures are so upsetting.

What is happening?

This is an example of hostile work environment sexual harassment due to the coworker's unwelcome conduct of a sexual nature that is interfering with Employee A's work performance and creating a hostile or offensive workplace.

Now let's move on to the next slide.

# Gender/Sex Discrimination

**Gender Discrimination:**

Being treated unfavorably or being subjected to an adverse treatment because of one's gender, gender identity or gender expression.

**Sex Discrimination:**

Being treated unfavorably or being subjected to an adverse treatment because of one's sex or sexual orientation.

**Examples:**

- Paying someone a lower salary based on their gender or sexual orientation
- Choosing interns according to their gender
- Selecting individuals for a school trip based on their gender identity

Pregnancy is also covered under this form of discrimination.



Gender Discrimination is being treated unfavorably or being subjected to an adverse treatment because of one's gender, gender identity or gender expression.

Sex discrimination is being treated unfavorably or being subject to an adverse treatment because of one's sex or sexual orientation.

Gender and sex discrimination is a policy violation.

Examples may include: paying someone a different salary due to their gender or sexual orientation, even though their job and performance is the same, or not hiring someone due to their sexual orientation or gender identity. Choosing interns of a particular gender, gender identity or sexual orientation or selecting individuals for a particular outing or trip based on their gender identity can all be considered gender/sex discrimination.

Pregnancy is also covered under this form of discrimination. If a pregnant

student misses an exam due to an emergency that is related to the pregnancy, that student must be given the opportunity to make up the exam with documentation of the emergency appointment.

# Sexual Assault and Abuse



Sexual assault and abuse is sexual contact or penetration that occurs when:

- **Consent is not provided** – the sexual act was not a clear, voluntary and mutual agreement.
- An individual is **incapable of providing consent** because of the following:
  - Incapacitation due to drugs or alcohol
  - A physical or mental impairment
  - Being under age
  - Asleep or unconscious
- **Force, threat of force, intimidation, or coercion** was present.

Acts of unwanted, touching of parts of an individual's body are considered sexual abuse

Both acts are serious violations of university policy.

Acts of unwanted penetration/intercourse are considered sexual assault.

Sexual assault and abuse are also policy violations.

Sexual assault and abuse is sexual penetration or contact that occurs when:

One - Consent is not provided which means the sexual act was not a clear, unambiguous, informed, voluntary, and mutual agreement.

Two - An individual is incapable of providing consent. This occurs when an individual is incapacitated due to drugs or alcohol, has a physical or mental impairment, is under the age of consent, or is asleep or unconscious.

Three - Force, threat of force, intimidation, or coercion was present.

Consent will be discussed further later in this module.

Acts of unwanted, touching an individual's body, such as their breasts, buttocks, or genitals is an act of sexual abuse and engaging in unwanted, sexual intercourse or penetration is considered forms of sexual assault. Both of these acts are very serious violations of university policy.

These acts can happen to anyone including students, faculty and staff, regardless of their age, gender, race, gender identity, gender expression or sexual orientation. Sexual assault and or abuse should be reported.



# Stalking



Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their safety, or
- Suffer substantial emotional distress

## **Examples:**

- Repeatedly asking for a date
- Calling or texting repeatedly
- Damaging property
- Following a person

## **Warning Signs**

- Contacting you constantly
- Obtaining details before you provide them
- Unwanted presents or correspondence
- Monitoring you excessively
- Showing up unannounced
- Damaging your property

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

Fear for their safety or the safety of others; or suffer substantial emotional distress.

Stalking can include, but is not limited to: repeatedly asking for a date; calling or texting repeatedly; damaging property; following the person; sending gifts; or stealing items that belong to the victim.

A victim can be stalked in a physical manner or by electronic means, including computers, cell phones or on social media.

Warning signs might include someone contacting you constantly, obtaining details before you provide them, unwanted presents or correspondences, monitoring you excessively, showing up unannounced or damaging your property.

Stalking is dangerous and should be reported immediately.

## Intimate Partner Violence



**Any act of violence against a person who is in, or has been involved in, a sexual, dating, domestic or other intimate relationship with the alleged offender.**



**Examples:**

- Partner slapping or pushing the other partner
- Hitting one partner or previous partner with an object

Intimate partner violence is any act of violence against a person who is in, or has been involved in, a sexual, dating, domestic or other intimate relationship with the alleged offender. This includes physical violence, sexual violence, or a pattern of emotional or economic abuse. Examples of intimate partner violence include your partner slapping and pushing you during an argument, or a person that you share a child with hits you with an object.

On the next slide you will see an example of what sexual harassment could look like.

## What could Sexual Harassment look like?



Video

# Consent



**Consent is** a clear, informed, and voluntary agreement between all participants to knowingly engage in sexual activity. It must be mutually understandable by words or actions.

**Consent is** active and is ongoing throughout the sexual encounter between all participants.

**Consent Is:**

- Asking every time.
- Mutual and respectful.
- And, can be withdrawn at any time.
- Freely and enthusiastically given.

**Consent Is Not:**

- Silence or lack of response
- Implied or assumed
- Determined by previous or current sexual relationship status.

Consent is extremely important and an aspect of communication that must take place before and during any sexual activity.

Consent is a clear, informed, and voluntary agreement between all participants to knowingly engage in sexual activity. Consent is active and is ongoing throughout the sexual encounter between all participants. It must be mutually understandable by words and actions.

Getting consent or agreement from potential sexual partners is the only way to know if someone actually wants to have sex. This typically happens during a conversation with all individuals involved.

Consent is about establishing and setting boundaries as well as, respecting a potential sexual partner. Individuals must agree to have sex – every single time – for it to be consensual.

**Consent is**

- Asking every time.
- Mutual and respectful.
- And, can be withdrawn at anytime
- Freely and enthusiastically given.

**Consent Is Not:**

- Silence or lack of response
- Implied or assumed
- Determined by previous or current sexual relationship status.

Any phrase that does not mean continue means you need to check in.

Everyone gets the final say over what happens with their body. It doesn't matter if there has been a previous hook up or even when in the middle of a sexual encounter and one partner changes their mind. Either partner is allowed to say "stop" or "I don't feel comfortable" or even "I changed my mind" at any time, and this needs to be respected.

Let's talk more about consent.

## Alcohol and Consent



Consent cannot be given by a person who is incapacitated from the voluntary or involuntary use of alcohol or drugs.

Incapacitation is a level of impairment that causes an individual to be unable to make decisions.

**Know some of the signs of incapacitation.**

- Inability to recognize what is occurring
- Lack of control over physical movements
- Lack of awareness of surroundings
- Inability to communicate



**AMNESTY**

If an individual reports an incident of sexual misconduct, in good faith, the reporting party will not get in trouble for using alcohol or drugs revealed while making the report.

Consent cannot be given by a person who is incapacitated from the voluntary or involuntary use of alcohol or drugs. Incapacitation is a level of impairment that causes an individual to be unable to make decisions. Signs of incapacitation include an inability to recognize what is occurring, lack of control over physical movements, lack of awareness of surroundings, and inability to communicate. Consent cannot be voluntarily given by someone who is incapacitated.

If an individual reports an incident of sexual misconduct, in good faith, the reporting party will not get in trouble for using alcohol or drugs revealed while making the report.

For example, if an individual who is under the age of 21 is at a party and were consuming alcohol, they will not get in trouble for underage consumption if they reported a sexual assault that they witnessed or experienced.

This is known as amnesty and aims to remove barriers that prevent individuals

from reporting sexual misconduct. More information about amnesty is found in the Title IX/Sexual Misconduct Policy.

Let's review with a quiz.



# QUIZ



1. While sexual harassment can be annoying, if the person doesn't intend to cause harm, then there is no issue?
2. These could be warning signs of stalking, showing up unannounced, monitoring a person excessively, constantly contacting someone, or showing up with unwanted gifts?
3. Domestic violence can only happen in marriages.
4. Sexual violence or assault could occur if someone is incapacitated.
5. There are four types of sexual misconduct.

Let's review: with five more questions.

Number 1: While sexual harassment can be annoying, if the person doesn't intend to cause harm, then there is no issue?

Number 2: These could be warning signs of stalking, showing up unannounced, monitoring a person excessively, constantly contacting someone, going out to dinner with friends? What would also have to be present for it to be considered stalking?

Number 3: Domestic violence can only happen in marriages?

Number 4: Sexual violence or assault could occur if the person is incapacitated?

Number 5: There are four types of sexual misconduct?

Let's see how we did.

# QUIZ



1. While sexual harassment can be annoying, if the person doesn't intend to cause harm, then there is no issue? **FALSE**
2. These could be warning signs of stalking, showing up unannounced, monitoring a person excessively, constantly contacting someone, or showing up with unwanted gifts? **TRUE**
3. Domestic violence can only happen in marriages. **FALSE**
4. Sexual violence or assault could occur if someone is incapacitated. **TRUE**
5. There are four types of sexual misconduct. **FALSE**

Let's review.

Number 1: While sexual harassment can be annoying, if the person doesn't intend to cause harm, then there is no issue? **FALSE**

Number 2: These could be warning signs of stalking, showing up unannounced, monitoring a person excessively, constantly contacting someone, or showing up with unwanted gifts? **TRUE** however, this behavior must cause the victim to fear for their safety or the safety of others; or suffer substantial emotional distress.

Number 3: Domestic violence can only happen in marriages? **FALSE**

Number 4: Sexual violence or assault could occur if the person is incapacitated? **TRUE** however, it can happen when someone is not incapacitated as well.

Number 5: There are four types of sexual misconduct? **FALSE**, there are seven forms of sexual misconduct.

# Reporting Obligations of Employees



- Everyone is encouraged to report **discrimination or harassment** that they learn of.
- Most NIU employees are Responsible Employees and are required to report **sexual misconduct, including sexual harassment**, that they learn of.

**Everyone is encouraged to report criminal activity to aid in campus and community safety.**

**You are a Responsible Employee because:**

- You have the authority to take action to redress or remedy sexual misconduct.
- You have been given the duty of reporting sexual violence or any other misconduct to the Title IX Coordinator.
- You represent a person a student could reasonably believe has this authority or duty.

**Responsible Employees** include faculty, staff, graduate assistants, student employees, extra help, civil service, vendors and customers of NIU.

**\*If you are not sure, contact the Title IX Coordinator**

All employees are encouraged to report discrimination or harassment that they learn of. Most employees, except those that are deemed confidential, are required to report all information related to potential sexual misconduct. This is because NIU faculty and staff are considered “responsible employees,” unless they are acting in their capacity as a counselor or advocate with a university-identified confidential resource. This includes, faculty, staff, graduate assistants, student employees, extra help, civil service, vendors and customers of NIU. It is important to note that even if a responsible employee has been told that a claimant or victim already filed a report or made a report with the police, they are still required to file a report with the Title IX office.

**You are a responsible employee if:**

- You have the authority to take action to redress or remedy sexual misconduct.
- You have been given the duty of reporting sexual violence or any other misconduct to the Title IX Coordinator.
- You represent a person a student could reasonably believe has this

authority or duty.

**The duty of a responsible employee is** to report what you see, hear and/or know even if it doesn't seem important. Responsible employees cannot keep a report confidential. They must inform the victim/survivor that they are not a confidential resource, but that confidential resources are available.

Whether you are considered a responsible employee or not, NIU encourages everyone to report violations to aid in campus and community safety.

## Where to Make Required Reports as an Employee



### Report discrimination, harassment, and sexual misconduct to the Ethics and Compliance Office.

- 815-753-5560
- ECO@niu.edu
- go.niu.edu/FileTitleIX (for sexual misconduct)
- go.niu.edu/File-Discrimination (for discrimination/harassment)

### Include all details of:

- Where did the incident take place?
  - Who was involved?
  - Were there any witnesses?
  - What happened?
- Don't investigate, just report what was told to you.

**Don't investigate. Trained staff will do this.**

### University responsibilities:

- Receive complaints/reports.
- Advise individuals of resources and advocacy services.
- Respond and investigate.
- Provide interim protective measures when needed including but, not limited to:
  - Change in class schedule.
  - Modified living arrangement.
  - Dining, work or transportation accommodations.
- Take steps to prevent the recurrence of the violation and remedy its effects.

Reports of discrimination, harassment and sexual misconduct are made to the Ethics and Compliance Office. This office includes the Ethics Officer and Title IX Coordinator and satisfies your reporting obligation as a responsible employee. You may call the office, email them, or file a report online. Filing a report online is encouraged.

Information to report should include, Where did the incident take place? Who was involved? Were there any witnesses? What happened? Even if you don't have all the details report what you know, all details are important.

Don't try to categorize the incident, just report the behavior and actions.

Northern Illinois University has trained investigators to conduct thorough investigations of complaints and walk all parties through the process. It is important to remember: the reporter should not investigate a complaint. The trained investigators will ask the necessary questions. This is a sensitive topic and by reporting everything known, the reporter could be giving the

investigator crucial information to the case.

NIU has certain responsibilities when it comes to sexual misconduct which include but, are not limited to: Receive complaints/reports, Advise individuals of resources and advocacy services, Respond and Investigate, Provide interim measures/ options when needed including but, not limited to change in class schedule, modified living arrangement, dining or work environment or transportation accommodations.

Take steps to prevent the recurrence of the violation.

Now let's talk about reporting.

## Where to Make Reports as a Victim- Internally



Individuals have options within the university to report discrimination, harassment or sexual misconduct that they have experienced.

**Ethics and Compliance Officer and Title IX Coordinator**

Sarah Garner  
Health Services 230  
815-753-5560  
[TitleIXCoordinator@niu.edu](mailto:TitleIXCoordinator@niu.edu)  
[NIUEthicsOfficer@niu.edu](mailto:NIUEthicsOfficer@niu.edu)

**Online**

[go.niu.edu/FileTitleIX](http://go.niu.edu/FileTitleIX)(for sexual misconduct)  
[go.niu.edu/File-Discrimination](http://go.niu.edu/File-Discrimination) (for  
discrimination/harassment)

**Police**

NIU Police and Public Safety  
395 Wirtz Drive  
815-753-1212 or 911

**Supervisors**

Your supervisor may be considered a responsible employee and required to make a report

**Anonymously or confidentially to Ethics and Compliance Office**

815-753-6665

Reporting policy violations is very important.

If you have been impacted by discrimination, harassment or sexual misconduct and wish to report the information yourself, you have options, no matter whether your time with Northern Illinois University is online, on campus or a combination of both.

You can file a report with the Northern Illinois University Ethics Officer and Title IX Coordinator using any of the contact information on the screen. Reports can also be made to the supervisor or with the police department of where the incident took place. All offices will work closely with all involved to ensure they obtain the facts of the incident, while maintaining privacy during their investigation. They are here to help all involved to determine an appropriate resolution to the case. If the situation is an emergency, be sure to call 911 immediately.

You may also make a report to your supervisor. However, it is important to understand that your supervisor may be considered a responsible employee.

Therefore, if you are making a report of sexual misconduct, they may be required to report that information to the Ethics Officer and Title IX Coordinator.

Lastly, the university has an anonymous and confidential phone number that is received by the Ethics and Compliance Office. Please note that the university's ability to respond or take corrective measures may be impeded when a report is made anonymously or confidentially. However, the university will still attempt to provide resources and take steps to address the misconduct to the extent possible.

Now that we have discussed what are internal options, let's talk about external options.



## Where to Make Reports as a Victim- Externally



**Individuals have options outside of the university to report discrimination, harassment or sexual misconduct that they have experienced.**

Illinois Department of Human Rights – Chicago  
100 W. Randolph St., Ste. 10-100  
Chicago, IL 60601  
312-814-6200  
[www.state.il.us/dhr](http://www.state.il.us/dhr)

Office of the Executive Inspector General for  
the Agencies of the Illinois Governor  
69 W. Washington, Ste. 3400, Chicago, IL 60602  
Ph: 312-814-5600, 866-814-1113 or 888-261-2734 (TTY)  
[www.illinois.gov/oeig](http://www.illinois.gov/oeig)

Equal Employment Opportunity Commission –  
Chicago  
800-669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Dept. of Education, Office for Civil Rights –  
Chicago  
312-730-1560  
[www.ed.gov/about/offices/list/ocr/complaintintro.html](http://www.ed.gov/about/offices/list/ocr/complaintintro.html)

An individual can report discrimination, harassment or sexual misconduct to state or federal agencies, if they do not wish to file a complaint internally. An employee may contact the IL Department of Human Rights (IDHR), the Office of Executive Inspector General (OEIG), the Equal Employment Opportunity Commission (EEOC) and the United States Department of Education Office for Civil Rights for any type of discrimination or harassment based on a protected category. The addresses of these entities is found within the Nondiscrimination Policy.

The IDHR process is public and requires details such as personal contact and employer information. OEIG is an independent executive branch that does not investigate on the behalf of any individual or agency. OEIG investigations often involve interviews and review of relevant documents. Additionally, OEIG accepts anonymous reports and these reports are confidential. Reports can be made in person or by mail to both the Illinois Department of Human Rights and OEIG. For more information on how to file a report with IDHR or OEIG, please review the Legal Definitions and Processes Handout in the toolbar to the left in

this presentation.

Let's talk more about the Illinois Department of Human Rights hotline.

## IL Department of Human Rights Helpline



### Illinois Department of Human Rights (IDHR) Helpline:

1-877-236-7703

<https://www2.illinois.gov/sites/sexualharassment/Pages/default.aspx>



Through the helpline:

- Help with finding resources, including counseling services;
- Receive assistance with filing sexual harassment and discrimination complaints with the IDHR or other agencies;
- May anonymously report sexual harassment and discrimination in both State employment and private-sector employment; and
- For individuals who are subject to the Ethics Act, the IDHR will report the allegations to the OEIG for further investigation if the person making the report gives the IDHR permission.

**All communication submitted to the IDHR through the helpline, including by Internet, will be confidential and exempt from disclosure under the Freedom of Information Act.**

The Illinois Department of Human Rights also has a toll free helpline. The IDHR helpline offers employees an additional confidential option for reporting sexual harassment and discrimination. Individuals who work for the State of Illinois or private-sector can utilize this option.

The helpline can be accessed by calling 1-877-236-7703 or through the link above.

The helpline can assist people with anonymous reporting and locating resources including counseling. For people, who are subject to the Ethics Act, which includes State employees, IDHR will report allegations to the OEIG for further investigation when the reporter gives permission.

All communication submitted to IDHR through the helpline is confidential and exempt from disclosure under the Freedom of Information Act.

## Consequences of Violating Policy or Law



### University policy

- Counseling statement
- Letter of warning
- Oral reprimand
- Written reprimand
- Referral to required counseling program
- Suspension
- Termination

### State law

(as defined in IL Ethics Act)

- Fined up to \$5,000 per Ethics Act sexual harassment prohibition
- Subject to discipline or discharge
- Fines or penalties imposed by a State or federal agency or court

There are consequences to violating NIU policy or any laws. It is a violation of university policy and the Illinois Ethics Act to engage in sexual harassment.

If an individual is found to have violated the university's policy prohibiting discrimination, **harassment, retaliation or sexual misconduct**, they can face severe consequence, up to and including termination. **In addition to these consequences, the State may investigate reports of discrimination and harassment and make recommendations regarding continued employment.** Under the Ethics Act sexual harassment prohibition, a fine of up to \$5,000 per each violation may be given. **Under State law, engaging in sexual harassment, harassment, unlawful discrimination or retaliation can result in Illinois Human Rights Commission, state or federal court proceedings. If these allegations against the person or entity are founded in the courts, the individual or entity may be entitled to damages, backpay, reinstatement or other remedies.**

There are also consequences for filing a false report.

## Consequences of False Reporting and Failure to Cooperate



### University penalties:

Intentional false allegations, misrepresentation of facts, failure/refusal to cooperate with an investigation or the intentional breach of confidentiality:

- Disciplinary action including and up to suspension, termination or expulsion.



### State law penalties:

**Intentional false, frivolous or bad faith allegations:**

- Fine up to \$5,000
- **Intentionally making a false report alleging sexual harassment to OEIG, EEC, or to certain law enforcement agencies/officials:**
  - Guilty of misdemeanor

**Intentionally obstructs or interferes in an OEIG investigation:**

- Fine up to \$5,000

University policy prohibits individuals from making intentional false allegations, misrepresenting facts, failing or refusing to cooperate, or intentionally breaching confidentiality. If an employee is found to have engaged in this conduct, disciplinary action may result

In addition, state agencies may take action for similar types of conduct. The Executive Ethics Commission may levy a fine of up to \$5,000 against any person who intentionally makes a false, frivolous, or bad faith allegation, or who intentionally obstructs or interferes in an OEIG investigation. Any person who intentionally makes a false report alleging **sexual harassment** to the OEIG, EEC, or to certain law enforcement agencies or officials is guilty of a misdemeanor.

Also note that failure to cooperate with an OEIG investigation conducted pursuant to the Ethics Act, including intentional omissions and knowing false statements, is grounds for disciplinary action, including dismissal.

Retaliation is also prohibited, let's learn more on the next slide.

## Retaliation is Prohibited



Retaliation is defined as suffering an **adverse action** because of their participation in a **protected activity**.

**Protected activities may include:**

- Making a charge, filing a complaint, testifying, assisting, or participating in an investigation, proceeding, or hearing.
- Participating in a Title IX complaint process, reporting discrimination, harassment or bias.

**Adverse actions may include:**

- Threats, reprimands, intimidation or harassment.
- Discharge, suspension, or demotion
- Denial of probation or transfer, or change in terms or conditions of employment of a State employee.

**Retaliation against individuals who report sexual harassment, harassment, or discrimination, or who participate in investigations and other proceedings regarding those matters, is strictly prohibited by university policy, the Ethics Act, the Human Rights Act, and the Illinois Whistleblower Act.**

**Retaliation** is taking an **Adverse Action** against someone for participating in a **Protected Activity**.

Employees need to know that retaliation against individuals who reasonably believe and in good faith report sexual harassment, harassment or discrimination or who participate in investigations and other proceedings is against the law.

**Retaliation** is taking an **Adverse Action** against someone for participating in a **Protected Activity**. An adverse action is something that would dissuade a reasonable person from engaging in a protected activity including but, not limited to making a report and participating in an investigation.

Retaliation occurs when: 1) An individual engages in a protected activity; 2) The individual suffers an adverse action, and; 3) There is a link between the protected activity and the adverse action.

**Protected Activities may include but, are not limited to:**

- Making a charge, filing a complaint, testifying, assisting, or participating in an investigation, proceeding, or hearing.
- Participating in a Title IX complaint process, reporting discrimination, harassment or bias.

**Adverse Actions/Acts of Retaliation** include, but are not limited to:

- Threats, reprimands, intimidation or harassment.
- Discharge, suspension, or demotion
- Denial of probation or transfer, or change in terms or conditions of employment of a State employee.

Retaliation is prohibited by the Ethics Act, 5 ILCS 430/15-5 et seq., a State employee cannot take retaliatory action against another State employee who (1) reports allegations of sexual harassment, harassment or discrimination (2) provides information or testifies in connection with an investigation, hearing, or other inquiry, or (3) participates in a proceeding to enforce the Ethics Act. If retaliatory action occurs, the OEIG can investigate this matter and recommend discipline. An employee can also bring a lawsuit pursuant to the Ethics Act. Anyone who intentionally violates this prohibition on retaliation is guilty of a misdemeanor and is subject to discipline or discharge. 5 ILCS 430/50-5(a), (f).

Retaliation is prohibited under the Human Rights Act as it is a civil rights violation to retaliate against someone who “has opposed that which he or she reasonably and in good faith believes to be unlawful sexual harassment in employment.” 775 ILCS 5/6-101(A).

Retaliation is prohibited under the Illinois Whistleblower Act, 740 ILCS 174 et seq., “[a]n employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation.” 740 ILCS 174/15(b).

Employees are encouraged to report all acts of suspected retaliation. Reports of retaliation may be made online using the Retaliation Complaint Form.

Let’s review a scenario.

## What's Happening?



Your coworker Terry has been called on to answer questions about an allegation of sexual misconduct involving a coworker and their supervisor. Terry did not make the report but was presented as a witness because the reporting party believes Terry saw what happened. Your supervisor has mentioned that supervisors are always getting blamed and employees need to understand their supervisory style before they open their mouths.

Leading up to the meeting, your boss has told you to transfer two big projects to Terry. Terry is now required to work until 7 p.m. many evenings to complete the work. You talk to your supervisor who said Terry has extra time and is exempt, so just relax.

The week before Terry's meeting, the supervisor took everyone out to lunch to celebrate completion of the two big projects, but told Terry to stay back to cover the office.

While Terry was at the meeting, the supervisor moved Terry's desk to the corner of the room. Other employees said this would make it difficult to collaborate with Terry. The supervisor said Terry talks too much instead of keeping focused on their work, so the move is necessary.

**This is an example of retaliation against Terry for being a witness to the investigation.**

What's happening?

Your coworker Terry has been called on to answer questions about an allegation of sexual misconduct involving a coworker and their supervisor. Terry did not make the report but was presented as a witness because the reporting party believes Terry saw what happened. Your supervisor has mentioned that supervisors are always getting blamed and employees need to understand their supervisory style before they open their mouths.

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This is an example of retaliation against Terry for being a witness to the investigation.

## Violence Prevention: Active Bystander at Work



### Bystander

A person who is present but not involved. The bystander affect is when there are a lot of people around a negative situation but, no one steps in to help.

### Active Bystander

Someone who safely and without confrontation becomes engaged to stop or decrease negative behavior.



Huskies Are Active Bystanders

State employees and NIU Huskies are active bystanders. First, a bystander is a person who is present but not involved. The bystander affect is when there are a lot of people around a negative situation but, no one steps in to help. Huskies are not just bystanders, Huskies are Active Bystanders. An Active Bystander is someone who safely and without confrontation becomes involved or engaged. They actively take part in de-escalating the momentum of or stopping altogether a negative situation from happening.

These situations could include discrimination, harassment, violence of any kind, sexual violence, domestic violence, dating violence, stalking and any number of negative situations.

Most of these situations start out small then escalate. Active bystanders are those who take note of these situations and then take action in a safe and non-confrontational way. The next slide will describe ways you can become an active bystander and help prevent violence and discrimination on our campus.

## Violence Prevention: Active Bystander Strategies



**Delegator:** Alert other people and ask for their assistance.

**Example:**

A coworker continues to make sexually suggestive jokes about others in the office. You talk to your supervisor about it how it makes you uncomfortable and ask about options for addressing it.

**Director:** Speak up and address inappropriate behavior.

**Example:**

A coworker makes negative comments about another coworker who has a disability, you say, "Hey that's inappropriate and unprofessional. Can you stop?"

**Distractor:** Divert the attention from the situation.

**Example:**

You notice Coworker 1 has cornered Coworker 2 in the break room. Coworker 2 looks worried and keeps trying to move away. You pop over and say, "Hi, Coworker 2, I need your help with a project at my desk. Please come help me."

There are many ways to be an active bystander and safely intervene without confrontation. No matter your gender, age, sexual orientation, gender identity, ability or race, we can all find a way to safely help someone who is in a negative situation.

For example, as a Delegator, we can get help by calling the supervisor or other coworker to help eliminate the negative situation.

We could be a Director, and address the inappropriate behavior ourselves by asking the coworker to stop the inappropriate or negative behavior.

Or we can be a distractor and divert the attention from the situation; maybe calling a short meeting, asking the offended coworker to help you with a project or other way to distract the attention away from the negative situation.

You can volunteer to be a part of the Active Bystander program by contacting

[ADEI-Training@niu.edu](mailto:ADEI-Training@niu.edu).

## Active Bystander at Work



Video.

## Victims/Survivors Rights and Options



- Right to be informed of reporting options and choices for proceeding
- Right to be notified of resources and services
- Right to choose on- or off-campus services, both or none at all.
- Right to be informed during the investigation process.

[Clery Act – Safety and Security Report](#)  
[Victim/Survivor's Rights](#)



The United States Congress enacted the “Campus Sexual Assault Victim’s Bill of Rights” in 1992, which requires universities to ensure sexual assault victims have certain basic rights. The university also provides victims/survivors with rights and options. These rights and options include, but are not limited to: Being informed of all reporting options and having the ability to proceed with the matter in a way the victim/survivor is most comfortable. To be notified of existing campus and community resources and services. The right to choose on- or off-campus services, both, or none at all, and The right to be informed during every step of the investigation process. The Victim’s Bill of Rights can be found in the annual Clery Act – Safety and Security Report on the NIU website.

Any employee has an opportunity to speak to a confidential resource if they have experienced sexual misconduct, discrimination or harassment.

## Confidential Resources



***Employee Assistance Program***  
**Brian Smith, MSW, LCSW, Director**  
Holmes Student Center 709  
(815) 753-9191

[EmployeeAssistance@niu.edu](mailto:EmployeeAssistance@niu.edu)

***Office of the Ombudsperson***  
**Sarah Klaper, Ombudsperson**  
Holmes Student Center, 6th Floor  
(815) 753-1414

[ombuds@niu.edu](mailto:ombuds@niu.edu)

Confidential resources include, the Employee Assistance Program (EAP) where staff provide information, services and resources to employees and their families. EAP is a confidential resource and ensures a confidential environment for employees to gain support and assistance for their concerns about sexual misconduct including sexual harassment.

Services can address a wide range of needs including anxiety and depression; work place concerns; family and relationship difficulties; alcohol and drug concerns; grief, loss, and bereavement; and life transition challenges.

Throughout the year, a variety of programs related to employee overall health and well-being are offered and sponsored by the Employee Assistance Program.

The Office of the Ombudsperson is also a confidential resource and provides students, faculty and staff with guidance to help solve a variety of university-related issues or conflicts. They are confidential, neutral, informal and independent. While they cannot provide legal advice or advocate on your

behalf, they can advise you of your rights within the university.

There are other campus resources you may be interested in.



## Campus Resources



### **Employee Assistance Program**

*(confidential for employees)*

Holmes Student Center – 7<sup>th</sup> floor

815-753-9191

[EmployeeAssistance@niu.edu](mailto:EmployeeAssistance@niu.edu)

### **NIU Ombudsperson** *(confidential)*

Holmes Student Center 601

815-753-1414 | [Ombuds@niu.edu](mailto:Ombuds@niu.edu)

### **ADA Coordinator**

Health Services 4<sup>th</sup> Floor

815-753-6038 | [ADA@niu.edu](mailto:ADA@niu.edu)

### **NIU Health Services** *(confidential)*

385 Wirtz Drive | First floor

815-306-2777

### **Counseling and Consultation Services**

*(confidential for students)*

Campus Life Building 200

815-753-1206

### **NIU Psychological Services Center**

*(Counselors acting in this capacity may be confidential resources.)*

Psychology/Computer Science Building, PM86

815-753-0591

<http://niu.edu/psychology/resources/psc/index.shtml>

Couple and family therapy.

### **Gender and Sexuality Resource Center**

105 Normal Rd. | 815-753-4772

**If you are in fear for your life or of bodily harm, call 911 immediately.**

No matter if you work or attend classes on an NIU campus, or your affiliation with Northern Illinois University is online, as an instructor or student, there are many resources available if you are impacted by sexual misconduct. This page features some of the available campus resources that can be used by anyone affiliated with the university. Each resource can provide assistance over the phone if you are not located on the DeKalb main campus. Remember, sexual misconduct can occur via electronic means, through social media or in person. It is important to know all the resources available regardless of your connection with the university.

There are also off-campus resources.

## Off-Campus Resources



**Northwestern Medicine Behavioral Health Services: Ben Gordon Center** *(Confidential)*  
12 Health Service Drive, DeKalb  
815-756-4875

**Northwestern Medicine – Kishwaukee Hospital**  
*(Only local resource for forensic testing)*  
1 Kish Hospital Drive, DeKalb  
815-756-1521

**Family Service Agency – Center for Counseling**  
*(Confidential resource for Title IX reports.)*  
1325 Sycamore Rd, DeKalb | 815-758-8616  
<http://fsadekalbcounty.org>

**If you are in fear for your life or of bodily harm, call 911 immediately.**

**Safe Passage DeKalb County  
24-hour Rape Crisis Center and Domestic Violence Shelter** *(Confidential)*  
815-756-5228 Hotline  
815-756-7930 Business Line

**DeKalb County State's Attorney's  
Office Victim-Witness Program**  
133 W. State Street, Sycamore  
815-895-7164

**Howard Brown Health**  
*(assistance for the LGBTQ community)*  
4025 N. Sheridan Road, Chicago, IL 60613  
773-388-1600  
[howardbrown.org](http://howardbrown.org)

Here are off-campus resources available in the DeKalb area. If you are not located near the main campus, contact a local counseling agency, domestic violence or rape crisis center, or hospital in your area for information.

# QUIZ



1. Sexual harassment can be reported both on campus and to the state of Illinois?
2. When employees make a report in good faith they can be fined \$5,000?
3. Employees can speak to these two campus offices confidentially.
4. Employees can be active bystanders by reporting sexual misconduct?
5. Responsible employees only include faculty?

Let's review: with five more questions.

One: Sexual harassment can be reported both on campus and to the state of Illinois?

Two: When employees make a report in good faith they can be fined \$5,000.

Three: Employees can speak to these two campus offices confidentially.

Four: Employees can be active bystanders by reporting sexual misconduct?

And Five: Responsible employees only include faculty?

Lets see how we did.

# QUIZ



1. Sexual harassment can be reported both on campus and to the state of Illinois? **TRUE**
2. When employees make a report in good faith they can be fined \$5,000? **FALSE**
3. Employees can speak to these two campus offices confidentially? **EAP and the Ombudsperson**
4. Employees can be active bystanders by reporting sexual misconduct? **TRUE**
5. Responsible employees only include faculty? **FALSE**

One: Sexual harassment can be reported both on campus and to the state of Illinois? TRUE

Two: When employees make a report in good faith they can be fined \$5,000. FALSE

Three: Employees can speak to these two campus offices confidentially. EAP and the Ombudsperson

Four: Employees can be active bystanders by reporting sexual misconduct? TRUE

And Five: Responsible employees only include faculty? FALSE

Great everyone, you are almost finished.

# ALMOST DONE!



- Return to the toolbar on the left side of this screen in Blackboard.
- Take the test.
- You must agree that you are aware of the definitions and handout we have discussed throughout this training and have had an opportunity to review them. You can review them in the left toolbar and/or in the announcement you received in your email.
- Pass the test with at least 80%.
- Print your certificate and provide it to your supervisor.

**Go Huskies!**

Congratulations you have almost completed the training. The last step is to take the test, which is located in the toolbar on the left side of this screen in Blackboard. You will have to score at least an 80% -on the test to pass and be able to print your certificate. You must review the Legal Definitions and Processes handout, which is available in the toolbar to the left and in the announcement you received in your email. Once you review the handout, you must certify on the final question in the test that "YES" you have reviewed the handout. It is very important you are aware of the law and the definitions of the protected categories.

Once you pass the test with an 80%, you will be able to print your certificate. Provide your supervisor with a copy of your certificate.

Now it is time to go to the left tool bar, select the test option and take the test. You can take the test as many times as you need to in order to pass.

Go Huskies!